



# Summary of Changes to MDOT's Consultant Selection Process

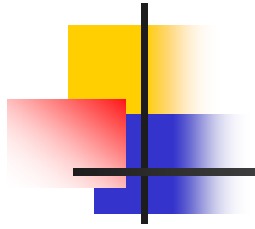
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2006 DBE Conference

March 27, 2006

Marriott Hotel, Pontiac, Michigan

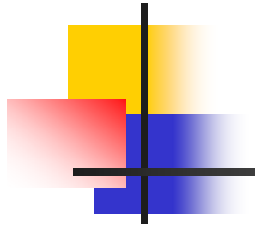
Presented by: Wayne E. Roe, Jr.  
Co-Chair of Consultant Selection Task Force II



# Overall Task Force Objectives

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- Reduce time and effort of both selection teams and consultants
- Improved distribution of available work among qualified consultants
- Open/fair/objective/legal selection process



# Previous Process

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- 2 – 3 week posting of RFP's
- Review of all proposals by Selection Team members
- Consensus scoring of all proposals
- Central Selection Review Team (CSRT) review/approval of recommended consultants



# New Process

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- All Contracts
  - Clarified proposal and evaluation process
    - New Selection Team Guidelines
    - Revised Consultant/Vendor Selection Guidelines
    - Revised Guidance Document to MDOT Selection Teams
    - 'One-Stop Shopping' on MDOT internal website for MDOT project managers and Selection Team members
  - Established 'Tiers' of contracting levels



## New Process (con't)

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- Small Contracts less than \$25,000 – no change in previous process
- Tier II and III Contracts (greater than \$100,000)
  - Bi-Weekly Selections



## New Process (con't)

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- Tier I Contracts (\$25,000 to \$99,999)
  - Posting of all RFP's
  - Bi-weekly selections
  - 3-page limit to consultant proposals



## New Process (con't)

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- Simplified evaluations by Selection Teams
  - No scoring
  - Determination of 'equally most qualified,' or 'top band' of consultants



## New Process (con't)

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- Selection Teams can follow the Tier II or III process for unique projects with Region Engineer/Division Administrator approval
- Evaluation criteria
  - Qualifications of Team Leader
  - Qualifications of Team
  - Vendor's past performance





## New Process (con't)

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- Selection Teams may, with Region Engineer/Division Administrator approval, recommend a single, most qualified consultant firm for projects with unique characteristics
- Selection Teams will identify at least three vendors in a 'short-listing' using evaluation factors



## New Process (con't)

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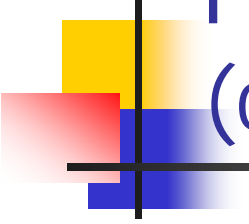
- All Tier I 'short-listings' will go to the Central Selections Review Team for final selection based on:
  - Year-to-Date Workload
  - Past Performance
  - Provisional Prequalification Ratings
  - Market Entry (new to a prequalification category or new to MDOT)



# Changes in the Service Vendor Performance Evaluation Process

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- All information is now entered into the Service Vendor Evaluation System (SVES)
- All performance evaluations will be reviewed by:
  - Contract Services Division Analyst
  - Contractor Performance Evaluation Review Team



# Changes in the Service Vendor Performance Evaluation Process (con't)

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To Ensure:

- Consistency in the use of SVES
- Less than satisfactory performance is properly addressed
- Performance Evaluations will be used to help determine prequalification eligibility

# Changes in the Service Vendor Performance Evaluation Process (con't)



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- New Guidance Documents are being drafted
- New B.O.H.I.M. will be developed
- New procedures will be developed with the assistance of ACEC
- Once finalized, all procedures will be posted on MDOT's website



# Changes in the Service Prequalification Process

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- More centralized reviews resulting in 30-60 day decisions
- New standardized criteria within and across divisions
- 6 year prequalification approvals
- Annual submittal of general information with certification of any changes



# Changes in the Service Prequalification Process (con't)

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- SVES results used in determining prequalification eligibility
- No reminder notifications to vendors about their prequalification status expiring
- New provisional status for entry level firms or existing firms wanting to expand into new work classifications



# Changes in the Service Prequalification Process (con't)

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- Pilot project must be successfully completed to become fully prequalified
- Limited to 1 pilot project per work classification, and 3 overall
- Provisional status does not guarantee assignment of a pilot project

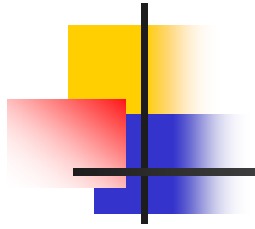




# Changes in the Service Prequalification Process (con't)

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- Consultants may apply for new classifications when they believe they qualify-don't have to wait until their renewal date
- New procedures are being written and will be posted on MDOT's website



# Questions?

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